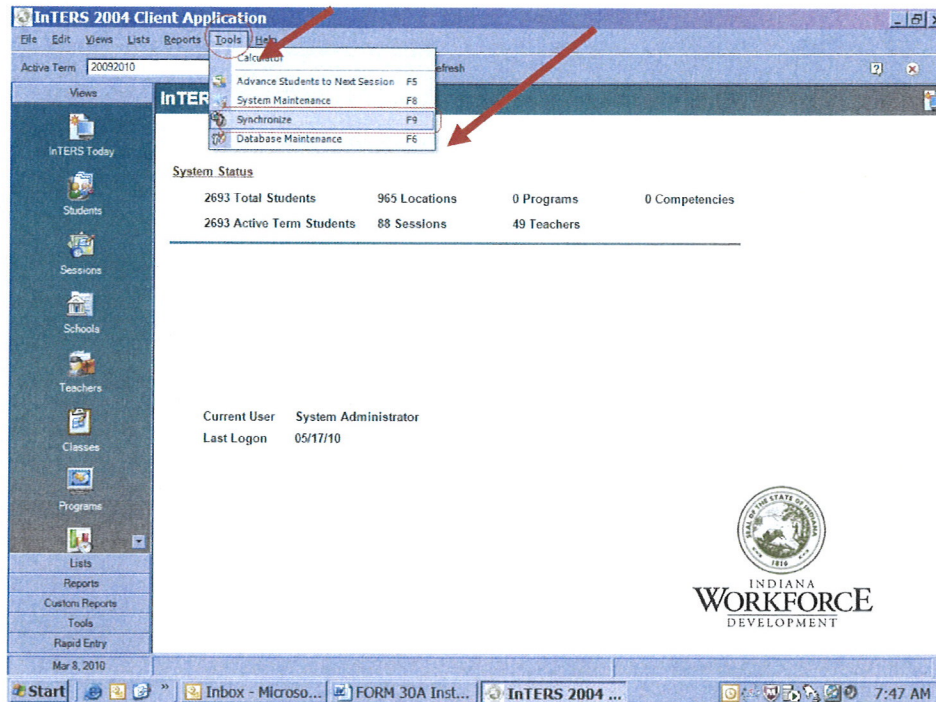# InTERS-FORM 30A INSTRUCTIONS
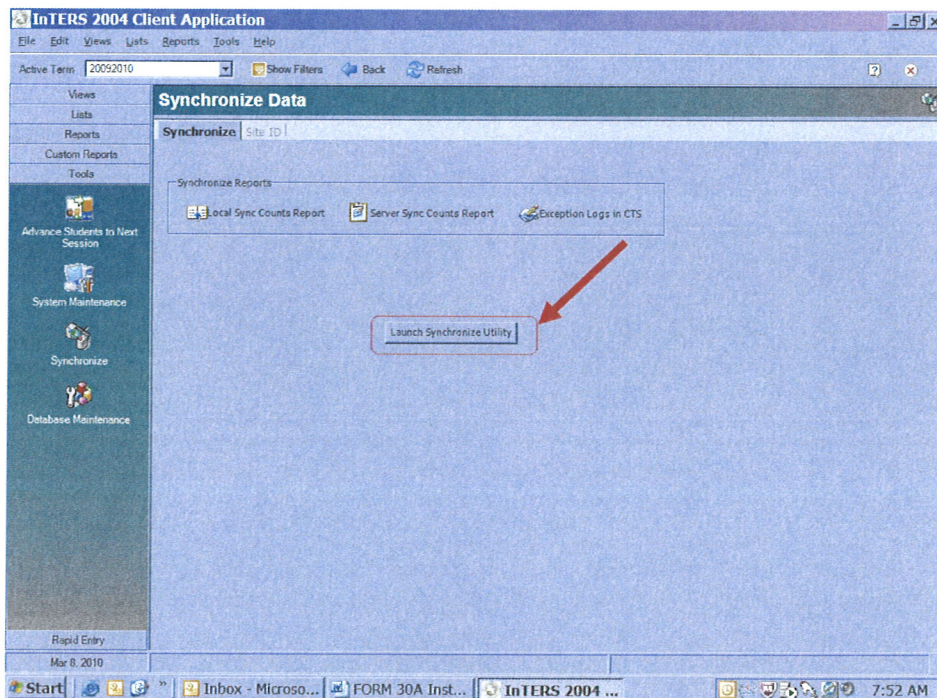
1. When the data has been entered and is finished for the Fall:

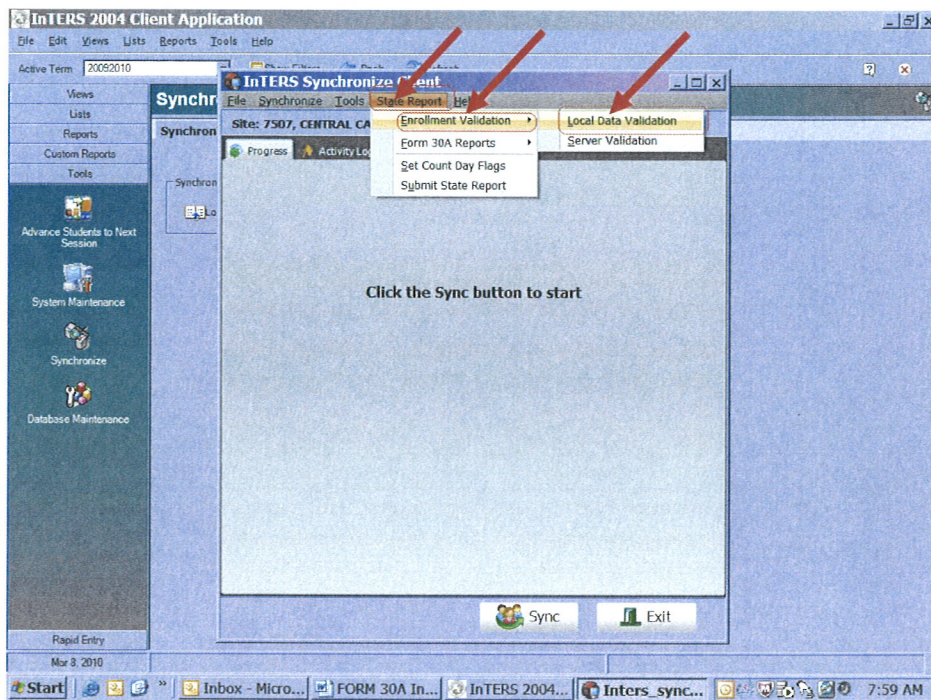1) Run the Validation (Error) Report. To do this, follow these steps:

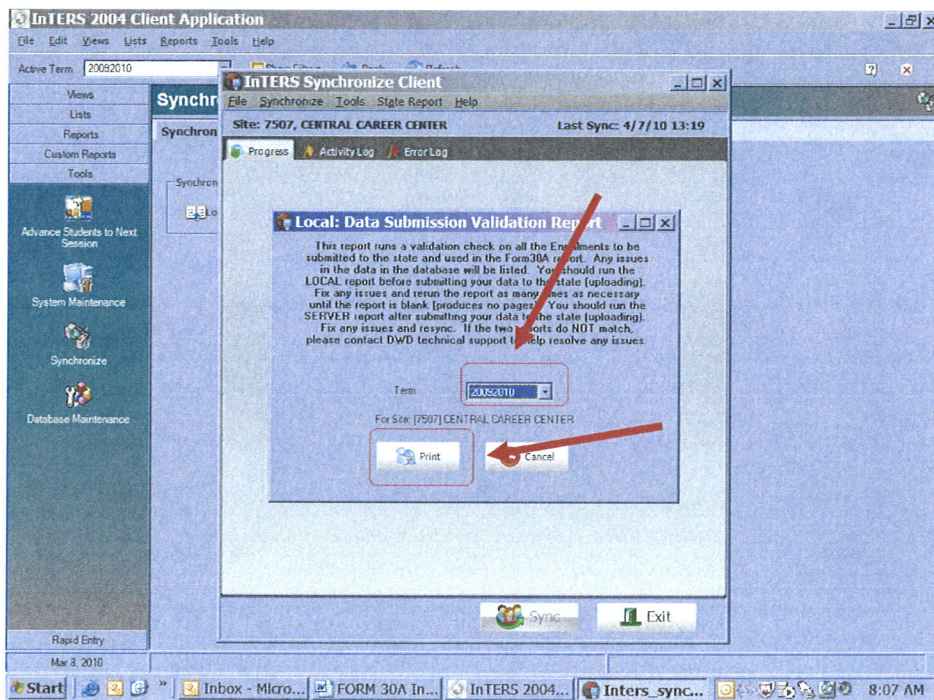   a) Open InTERS; then click on tools; then Synchronize.

   b) Once on the Synchronize screen; click Launch Synchronize Utility.
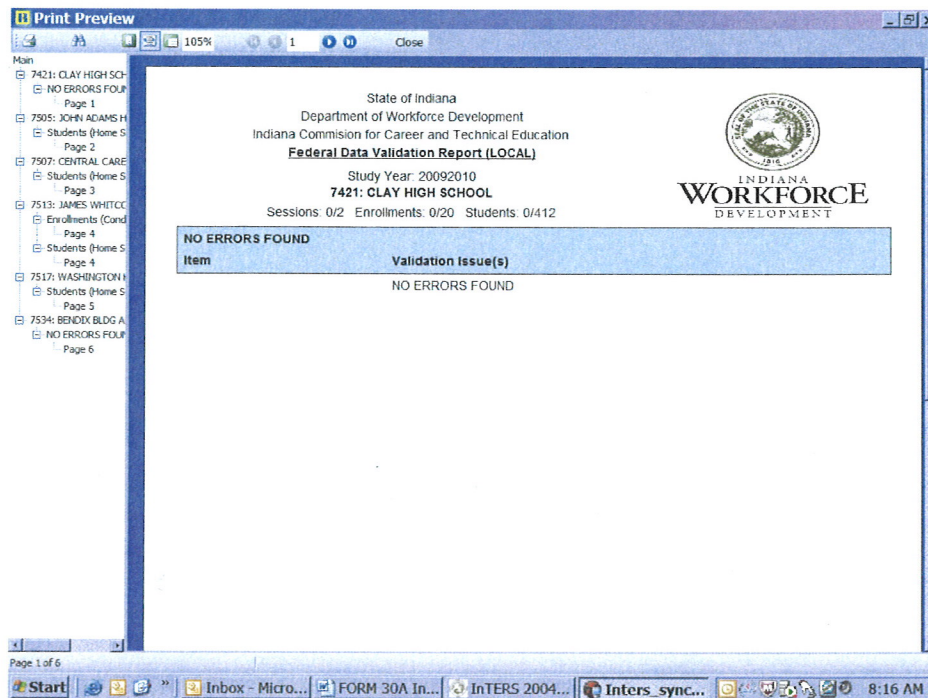
c) Click on State Report; then click on Enrollment Validation; then click on Local Data Validation.



d) Make sure you have the current term; then click print.

e) This will bring up your error report. See Sample below:

f) Make sure all errors are corrected. If you have problems correcting errors contact DWD.

2. Once you run the error report and have no errors; you will be ready to start preparing to run the Form 30A Report.

a) Before running the Form 30A Report, you must set the Count Day Flags. From the Synchronize Screen, Click State Report, then click Set Count Day Flags. See below:
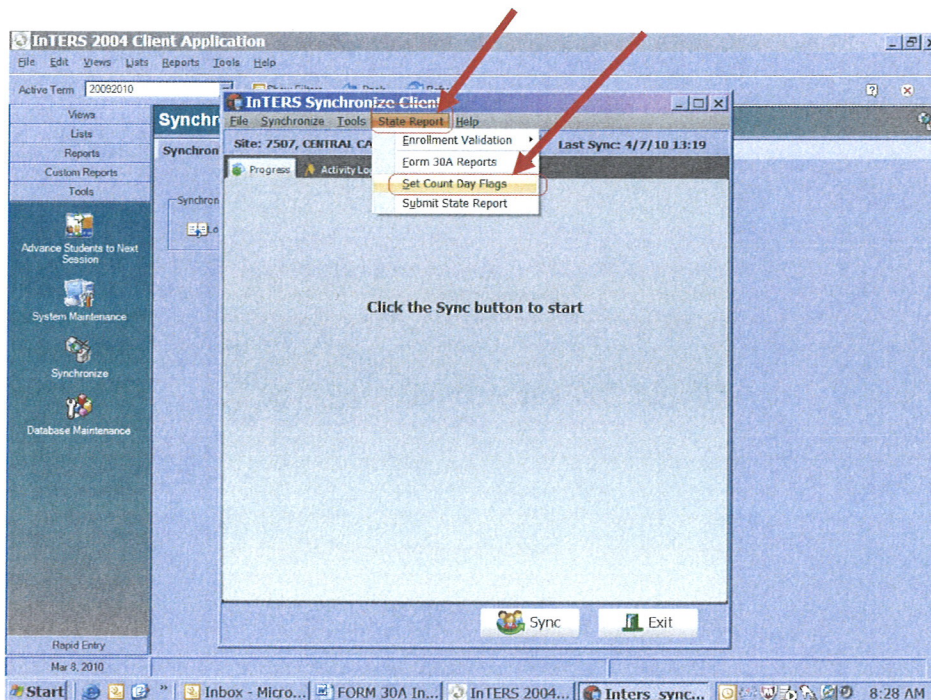
*NOTE: If you run Form30A prior to setting ADM Flags, it will show all students. After setting flags, it will show only count day students.

b) This will bring up the following screen. Make sure Term is current. Click on Mark Count Day. *The count day flags can be set multiple times, but, remember, each time you do it all active (enrollment status=A) student enrollments will get the flag. If you find that you need to add some enrollments after non-count day enrollments have already been entered, contact DWD for help on manually setting flags on the additional students.
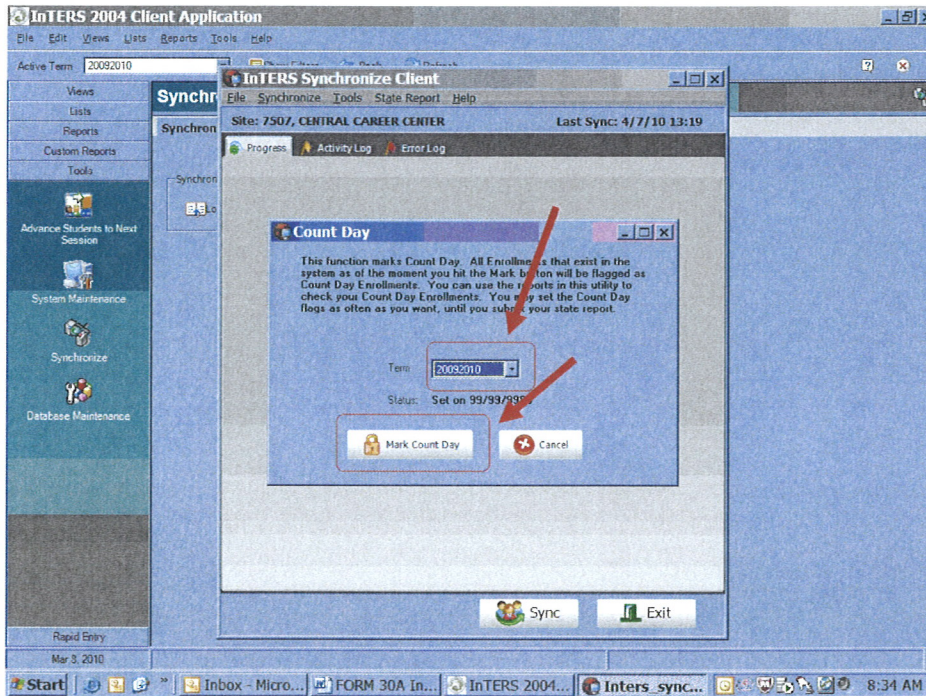
3. After clicking on "Mark Count Day", the following screen comes up. Make sure the term is marked, then click Mark Count Day.
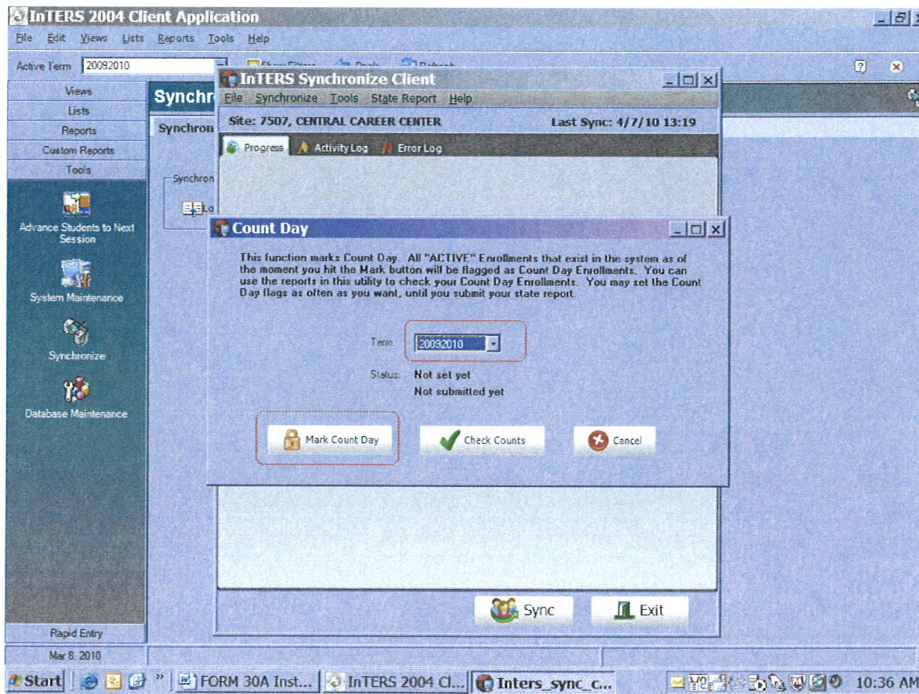

4. Once Count Day Flags are set, you need to Synchronize your computer. You will upload "all" and download "System" (See screen shot below). Once sync is complete on your computer, allow one (1) hour to complete on server before moving on to Step 5.
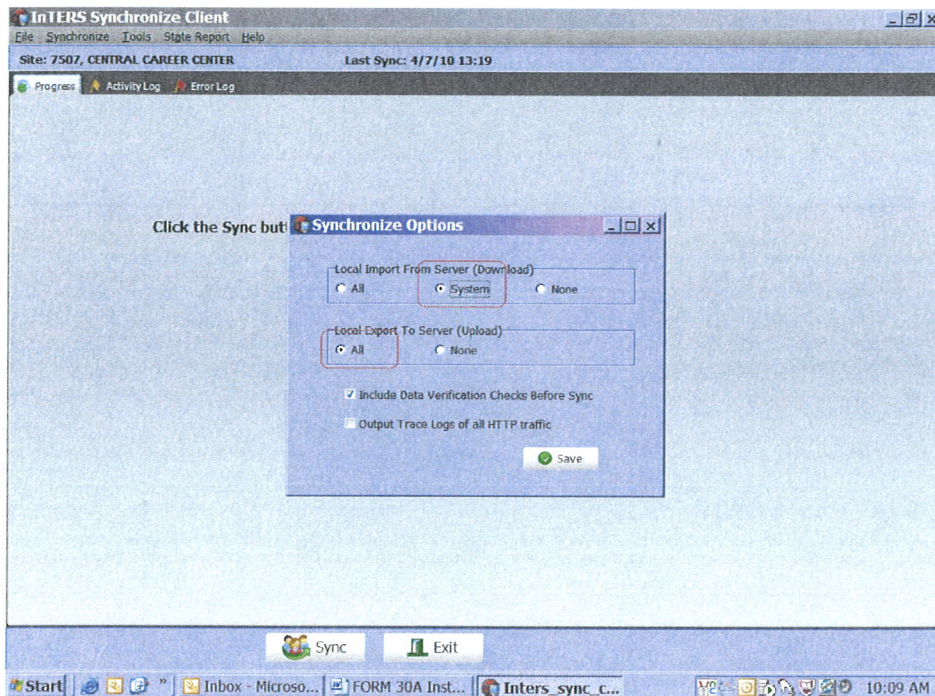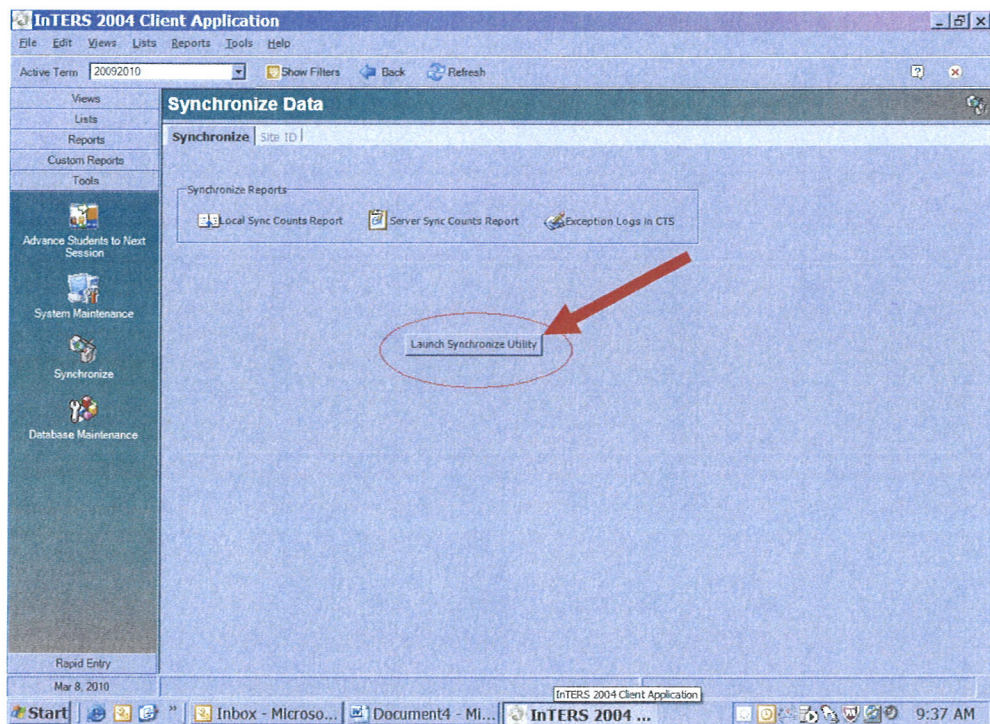
5. Once the computer has been Synchronized with no sync errors (if you have sync errors contact DWD), you are ready to run a copy of the 30A.
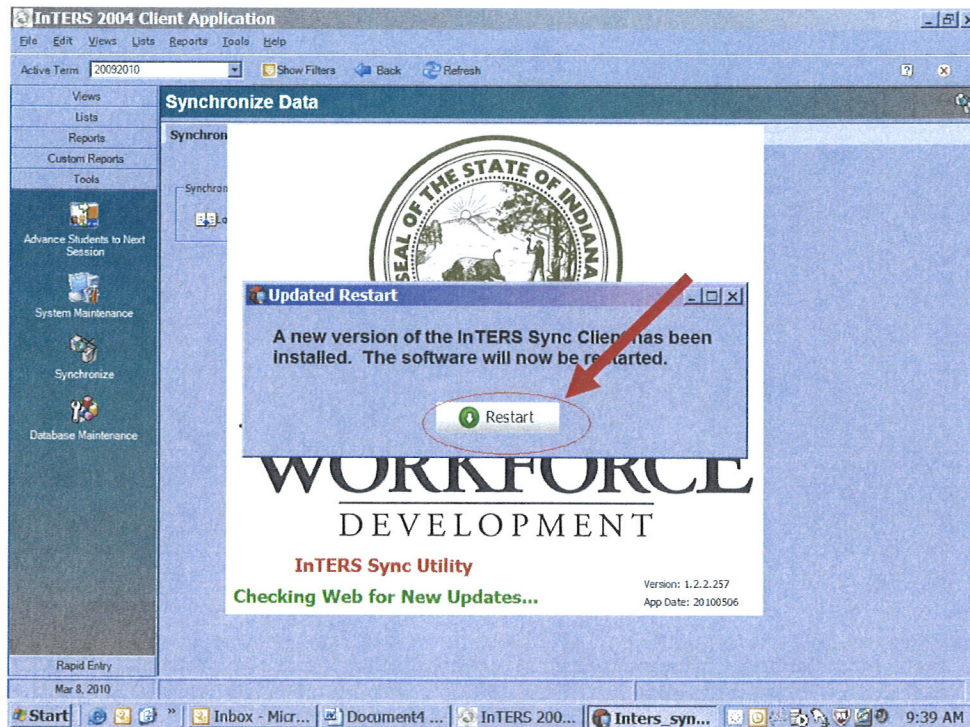
5. Printing Instructions for Form 30A:

a)   Open InTERS (if it is not already open)

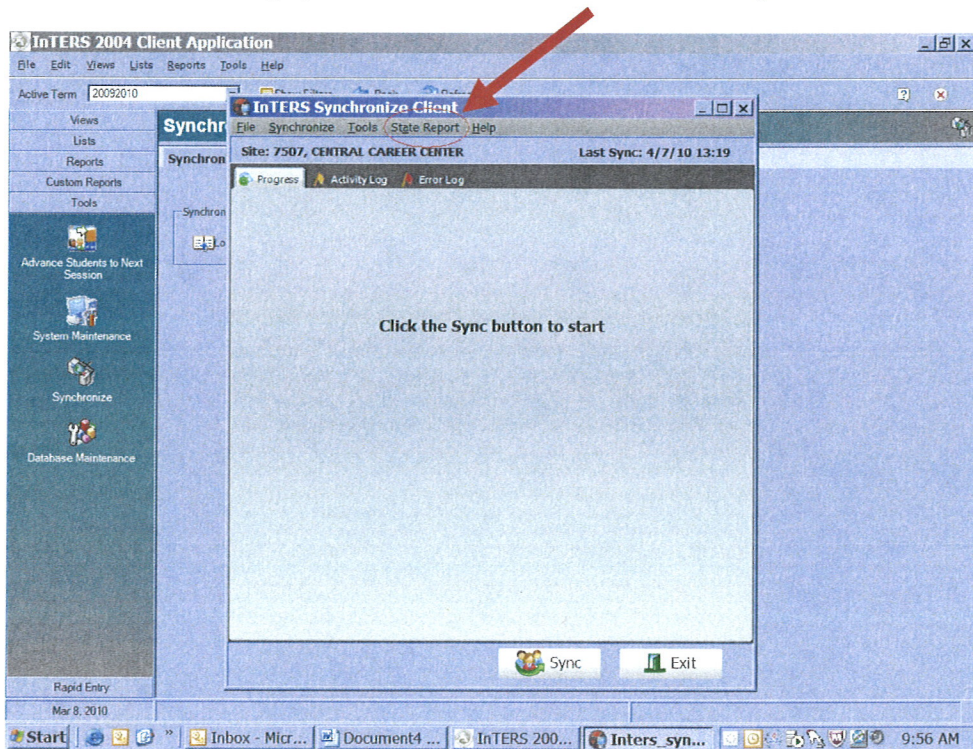b)   Click on Tools; then click on Synchronize
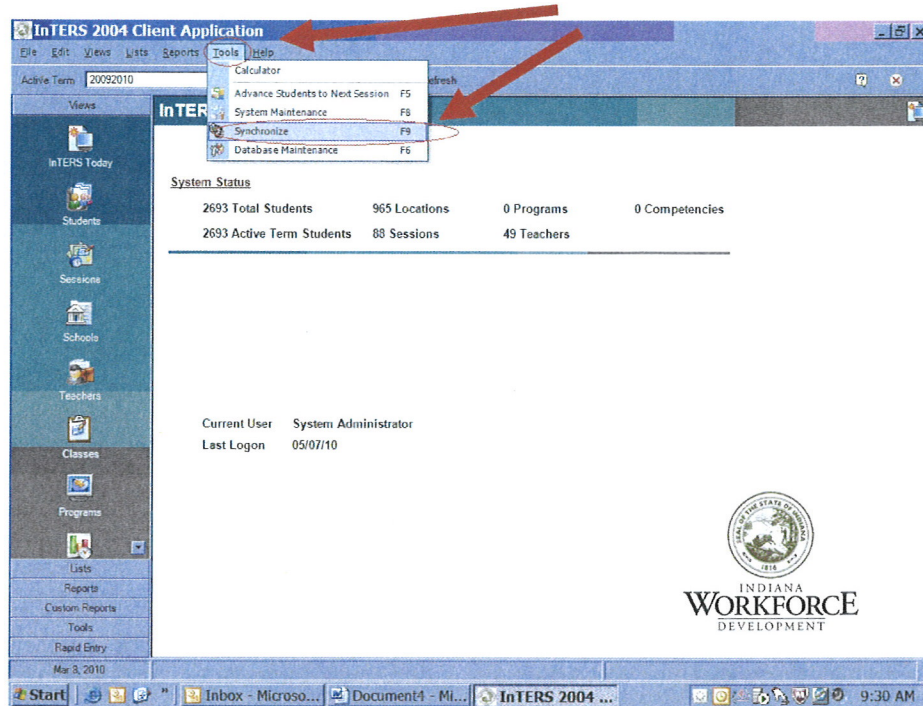
c)   This will take you to the Synchronize screen below. Click on Launch Syncronize Utility.
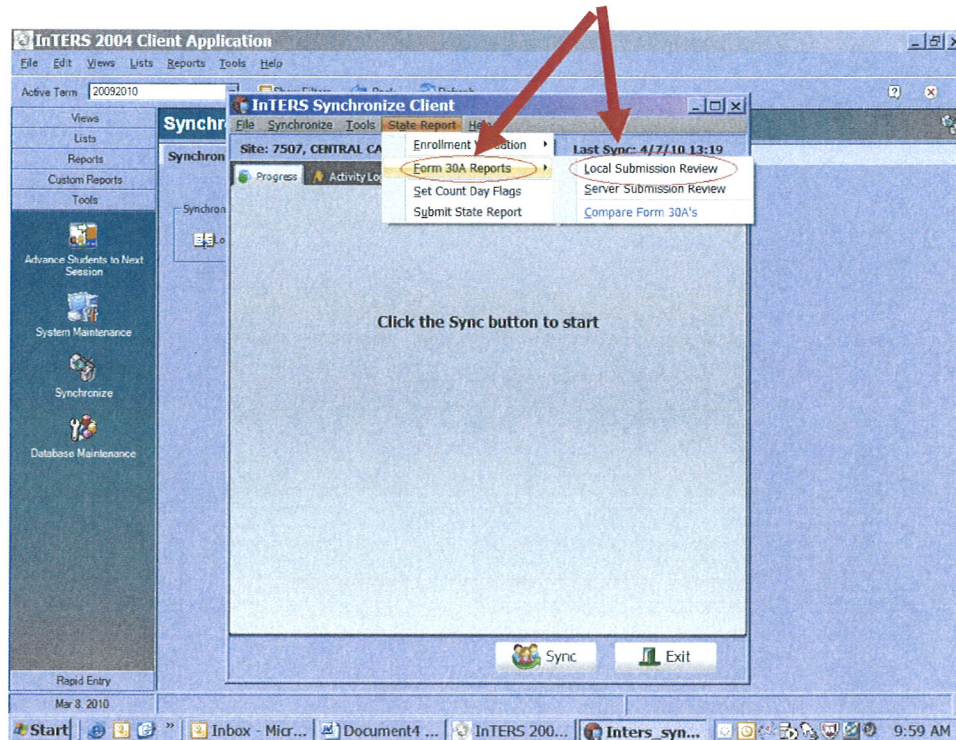
d)   If the screen below appears, stating a new version of the InTERS Sync Client has been installed, click on restart.

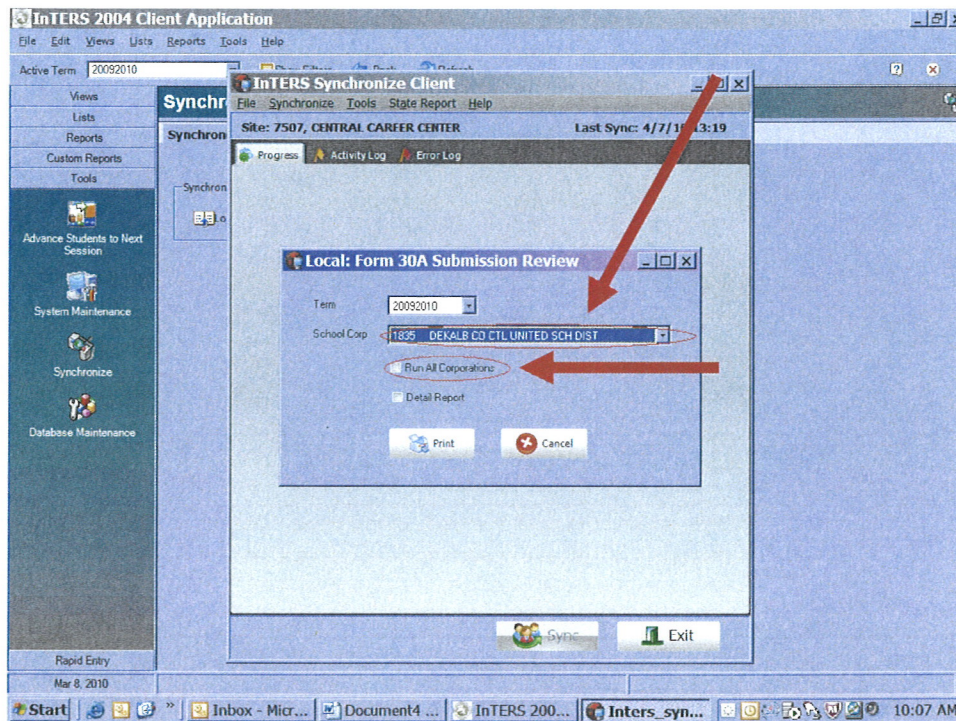e)   This will bring up the screen below. Click on State Report

f) Click on Form 30A Reports; then click on Local Submission Review.

g) This will bring up the screen below. Choose the term.
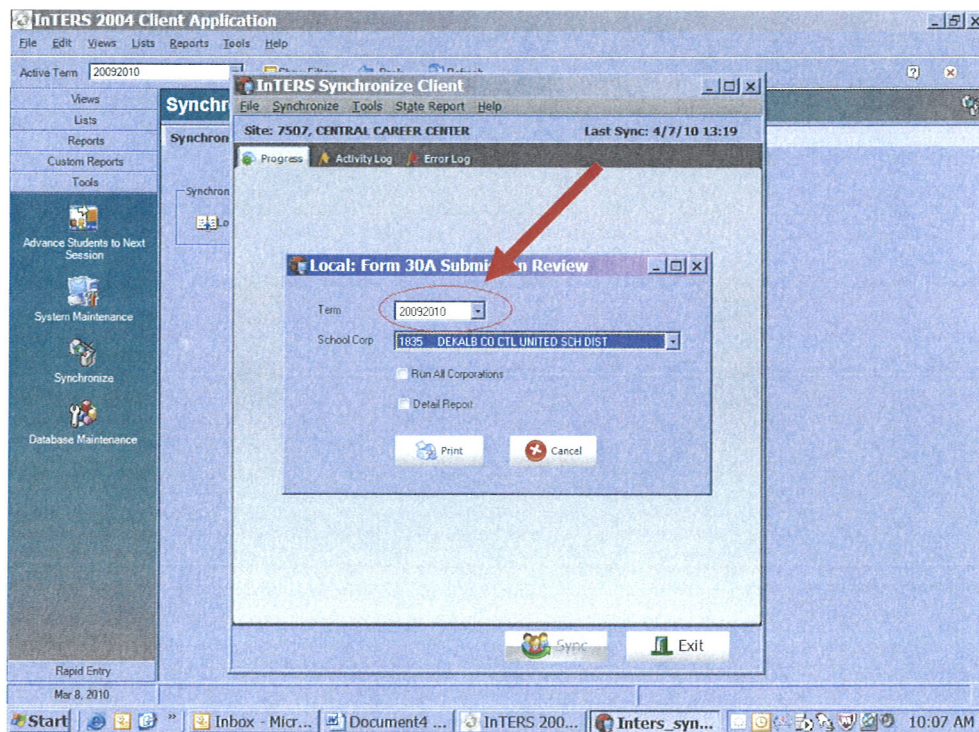
h) After choosing the term, you may either view the Corporations individually, or choose "Run All Corporations". *You do not need to select the "Detail" box unless you want a list of students by cip.

i) If you decide to view the Corporations individually, click on "Print". This will bring up the screen below. The Corporation Number and CIP Codes will be found on the left hand side.

j)   To print this document, click on the printer in the top left-hand corner.

k)   This will take you to the print screen where you may either print the entire document, certain pages of the document, or you may choose to "Print to File" which will create a .pdf file of the Form 30 A's. Example of "Print to File" is below:

6. After running the Local Form 30A, check to see if it is correct. If it is, run the Server 30A.

      a) From the Synchronize screen; click State Report, Form 30A Reports, Server Submission Review.
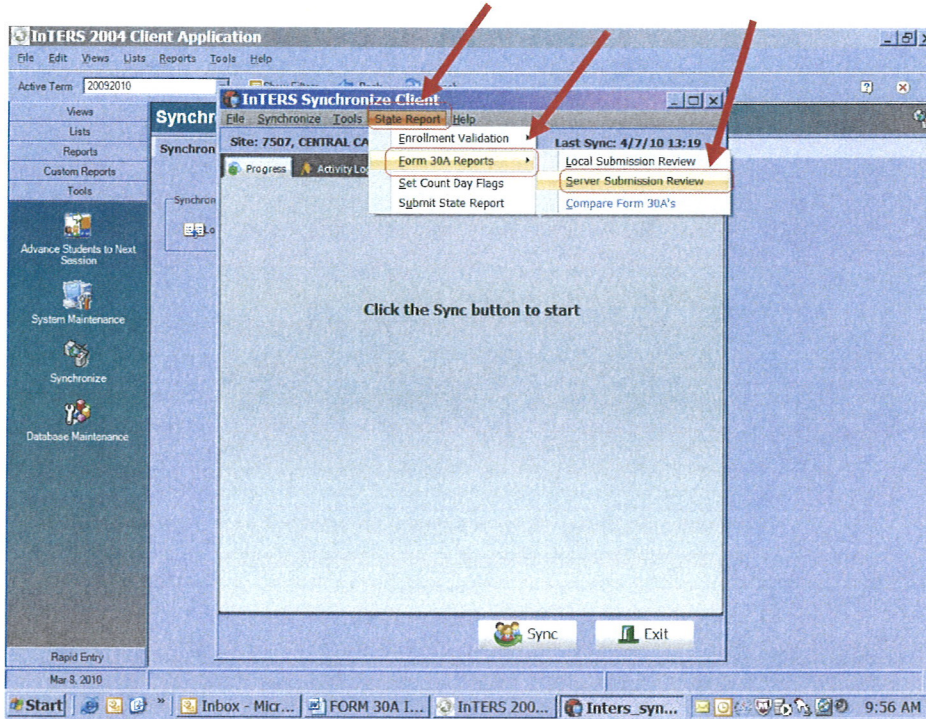
      b) This will take you to the screen below where you can run either all corporations or run them individually.
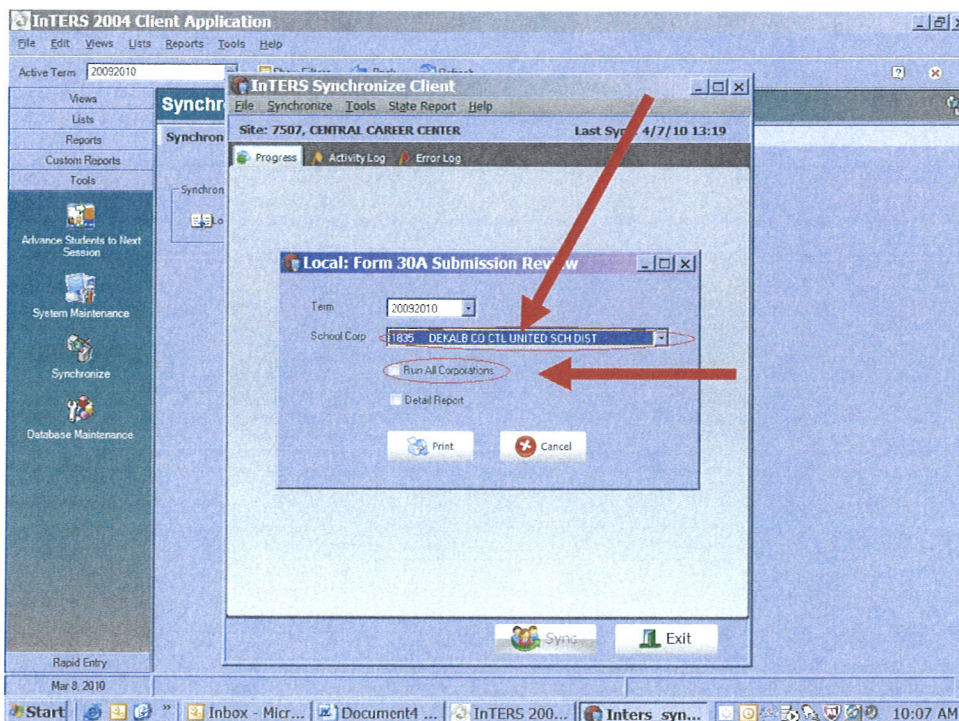
7. Match the Local Form 30A (#5) with the Server Form 30A (#6).

8. If there is a problem with the Form 30A's matching, notify DWD of the problem by sending an e-mail to the following e-mail address:
dwdinters30a@dwd.in.gov

9. When the Local Form 30A matches the Server Form 30A, then click on State Report and Submit State Report (See below)

10. When you submit your State Report, make sure the term is set, mark the type as fall, then click Submit Completed Report. This will notify DWD staff that your form 30A is complete.

11. Print a copy of the Server Form 30A. This form must be signed by the Superintendent, Treasurer, and Area CTE Director and returned to the Department of Education.

Note: Instructions/Rules for reporting students that are taking a session in another district.
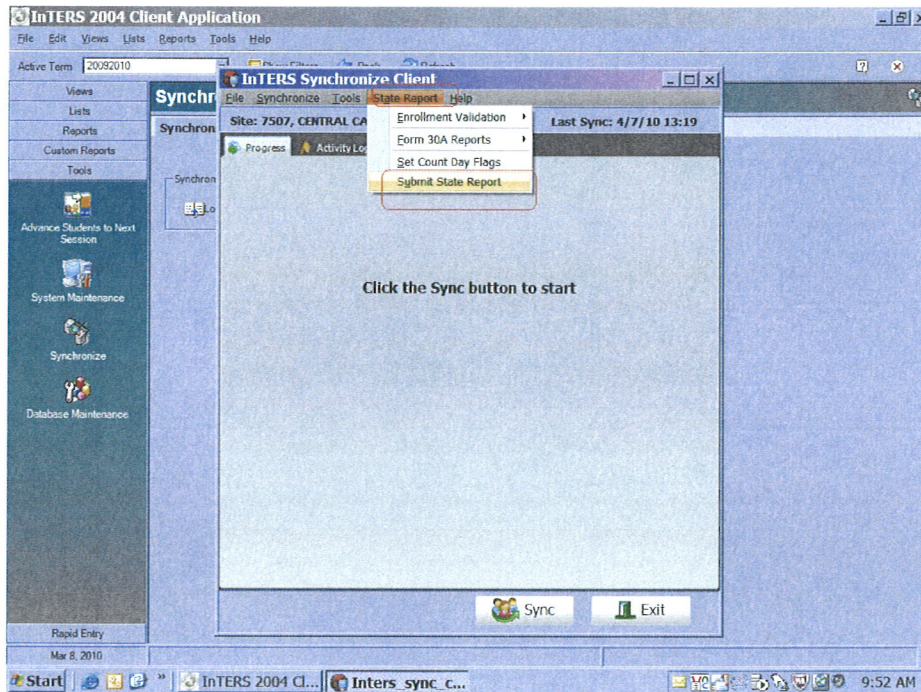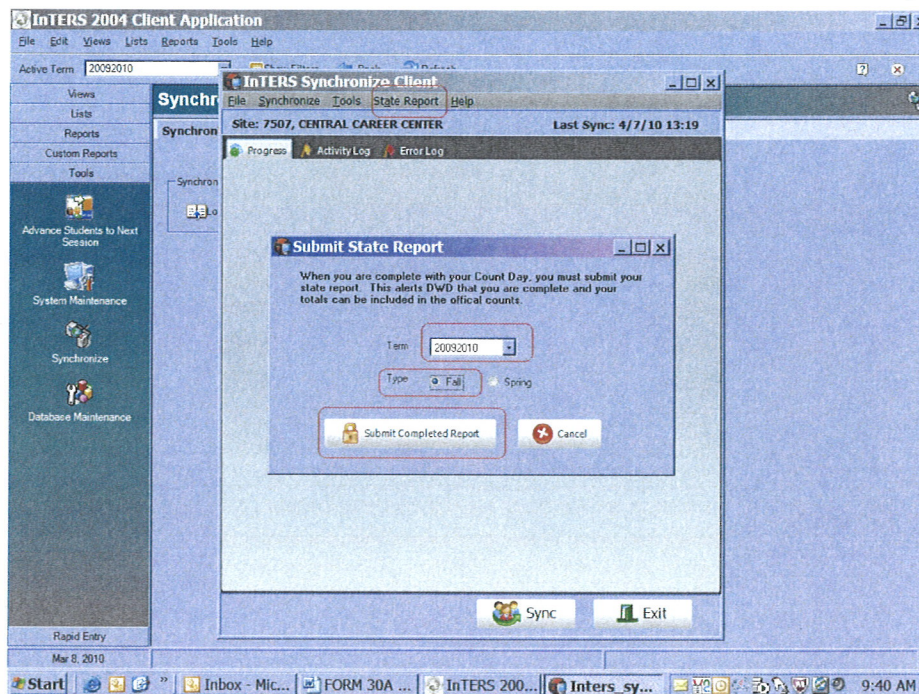
If you have student/s that are taking sessions in another district please follow these instructions/rules.

1) The conducting district must enter those students into their InTERS. The home district will **NOT** enter these students in their InTERS.
2) When the home district runs their Form 30A on their machine they will not see those students that are taking a session in another district. When the home district runs their Form 30A off the server then those students will appear on the Form 30A.
3) If the home district puts these students into their InTERS and sync those students will not be included in the sync and will not be on the server.

InTERS Form 30A Training Schedule
Fall, 2010

Indianapolis – 2525 North Shadeland

July 14th

July 29th

August 2nd

August 26th

Northern Indiana Location – TBD

August 6th

Webinar

August 16th

*Contact Brin Sisco at bsisco@dwd.in.gov or call 317-234-4278 to register for one of these training sessions.